1983-84 PRESIDENT'S REPORT
College of The Albemarle

President's message

1983-84 was a good year for College of The Albemarle. As the highlights in this report show, your community college has continued to grow and develop over the past year. I am very proud of the fine job done by the entire College of The Albemarle family - trustees, faculty, staff, and community supporters - as we strive to provide quality educational programs for the people of the Albemarle region.

College of The Albemarle is approaching its twenty-fifth anniversary. The college developed out of a strong local initiative in 1960, and it has continued to gather local support over the years. Our very successful College of The Albemarle Foundation has developed a strong network of supporters, providing private funds to enable the college to do the special things that lead to quality programs.

College of The Albemarle, as a comprehensive community college, provides a variety of educational experiences. In addition to our college transfer, technical, and vocational programs, we offer adult and continuing education experiences ranging from literacy training to job upgrading for college graduates. With continued strong leadership at the state level and our broad-based local support, I am confident the college will continue to be a vital force.

Thank you for being a friend and supporter of College of The Albemarle. I look forward to working with you and the others in the college family during the coming year.

Sincerely,

J. Parker Chesson, Jr.

J. Parker Chesson, Jr.
President

Toward greater opportunity for all . . .

1983-84 proved to be the busiest and most fruitful year that College of The Albemarle has experienced in its more than two decades of educational service to the people of the Albemarle area. Great progress was made toward providing accessible higher education for young people and adults for their cultural development, for developing responsible citizenship, and for enriching personal living.

Through the years, COA has earned the respect and support of the communities in its service area. Both attributes were solidly illustrated last year by two significant actions. First, Dare County, the most distant county served by the college, readily accepted a plan to initiate an off-campus center on Roanoke Island that will open this fall. Then, for the second year, the COA Foundation fund drive exceeded its goal by more than 20 percent.

In March, the college was designated as one of seven institutions in the North Carolina community college system to establish a small business center, a forerunner of a strong business assistance network to be developed across the state within the next eight years.

These are only three of the exciting things that occurred during the year. They, and others, will be outlined more fully in the rest of this report.

Dare County Center

The idea of an off-campus center was presented to the Dare County Board of Commissioners in October, 1983. This fall, the COA Dare County Center will open its doors to Outer Banks residents for the first time.

Immediate support was offered by the commissioners. Temporary office space was provided for a center director and secretary, who were hired in December.

By mid-February, the commissioners had purchased a 10,000-square foot building and began converting it into six classrooms, four labs, offices, and storage space.

During the spring of 1984, the director, working with COA and Dare County advisory committees, surveyed county residents to determine the educational preferences in the area.

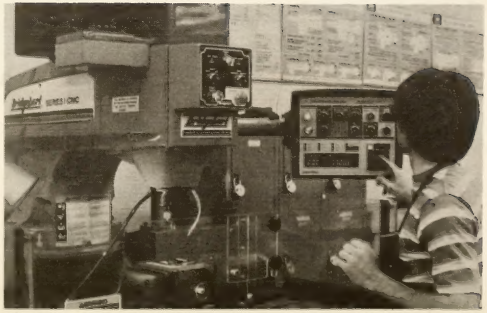
The result produced 24 curriculum courses, ranging from general biology to principles of bank operations, to be offered initially. In addition, 40 continuing education courses will be taught at the center and at locations throughout the county.

College Advancement and COA Foundation

The responsibilities of this office are many-faceted. One of its primary concerns is to seek funds from sources other than those provided by state and local allocations. Its dean also supervises media services, marketing, and Title III functions, and serves as executive director of the College of The Albemarle Foundation.

The office coordinated the second annual foundation fund drive in April. The campaign closed in early May with total contributions and pledges of nearly $50,000. COA employees contributed more than $8,000.

Foundation funds were used as directed by the board of directors. Included were allocations for instructional equipment and books, staff development, cultural programs, and special group activities.



Business and Industry Services

In March of 1984, COA was designated as one of seven community and technical colleges in the state system to receive a grant to develop a small business center. Within the coming eight years, plans are to create a network of centers throughout the state to provide informational and educational resources to help assure success for new and existing small businesses.

The BIS office initiated a number of seminars, workshops, and courses conducted by well-known businessmen that were well-attended by small business owners and their employees.

The director explained the services available through the center to the Elizabeth City Area Chamber of Commerce and the Dare County Chapter of Service Corps of Retired Executives (SCORE). In addition, her efforts resulted in an endorsement by the U.S. Small Business Administration.

Working closely with area banking institutions, the BIS office assisted in the organization of the Albemarle American Institute of Banking Study Group. The group developed two banking courses that offered AIB certification credit for area bank employees. From that beginning, a full banking and finance curriculum will be offered by the college starting with the 1984-85 Fall Quarter.

The BIS office and local chamber co-sponsored a series of weekly sales seminars conducted by former Elizabeth City resident Greenville Banks, who now manages the Belk store in Greenville. The series was started with a special seminar conducted by Farm Fresh Supermarkets executive Gene Walters.

As new industries come to the area, they are made aware of the training assistance available through the college. Last year, Shore Flyte, Cabinet World, Hockmeyer, Air Surrey, and Air Ship Industries all were invited to use COA as a training resource for their employees.

Title III

Funds from federal Title III grants continue to provide the means to improve both instructional and support services through the addition of more up-to-date equipment and studies.

The college's first off-campus center in Dare County was made possible, in part, by Title III grant funds.

A Meade 10-inch Schmidt-Cassegrain telescope with clock drive, tripod, and two eyepieces, and two deep-sky binoculars with tripods has enhanced the study of Physics 150.

Computer software, for use by developmental education and other students, has been acquired for the Guided Studies lab.

Drafting and Design Technology students will benefit from the use of a computer-aided drafting (CAD) system, drafting station, and blueprint machine purchased with Title III funds. Electronics students will do a better job with new oscilloscopes and generators, and those in the data processing curriculum have two additional microcomputers to help them develop their skills.

Faculty will be able to expand their range of classroom presentations through the use of in-house instructional materials produced by the college media service design center with a new video camera, editing, and data-max systems that have been purchased. Also, the college print shop has expanded its capability to produce quality work with the addition of a new offset press, camera, and other reproduction equipment.

Title III funds have provided for the continuation of the library's conversion to the Library of Congress catalog system. Finally, a recent marketing study is expected to result in a more refined flow of communication between the college and the people it serves to keep them informed of the educational opportunities they will find here.

Instructional Programs

COA students attend classes during both day and evening hours, from 8:00 a.m. until 10:00 p.m. There are now 11 associate degree technical, 13 vocational diploma, and 20 associate degree college transfer programs to select as career choices.

College administrators and faculty constantly strive to maintain the highest level of excellence possible in each curriculum. The 1983-84 academic year was no exception.

Since 1984 was designated to be the 400th anniversary celebration of the first attempt to colonize America by England, COA Social Sciences Department faculty presented programs dealing with the historical events to a number of civic organizations and served as consultants for local historical organizations. "The Roanoke Voyages and Colonies: Background and Summary," a 27-page teacher's guide, was written by department chairman Joseph Salmon and distributed to area schools.

As a further aid to improving the insight of life during medieval times, a six-part lecture series, "The Storied World," was presented in March with funds from the North Carolina Humanities Committee.

Mathematics and Natural Science Department instructors judged several science fairs at local schools. The department faculty provided further community service by serving as judges for the Albemarle Regional Library high school Quiz Bowl competition.

In-house placement tests were revised by the Developmental Education Department to better assess the needs of those students whose academic skills required strengthening through developmental courses or tutoring services in regular curriculum studies.

In addition to its traditional theatrical performances, Christmas choral concert, and spring arts festival, the Fine Arts Department added a new element to its repertoire. The COA Band, composed of student and area musicians, was introduced at a Fine Arts Day event in April.

Six continuing education workshops for Pasquotank and Perquimans county teachers were conducted by faculty from the Electronics Department. Advanced electronic data processing students developed computer programs for the National Park Service as a class project.

Nursing programs received North Carolina Board of Nursing approval in May, certifying that the nursing curricula meets all standards and requirements.

A special state grant and funds from the COA Foundation enabled the Machinist Trade Program to purchase a state-of-the-arts computer numerical-controlled (CNC) milling machine.

The second house constructed by Light Construction Program students was sold at public auction in August, 1983.

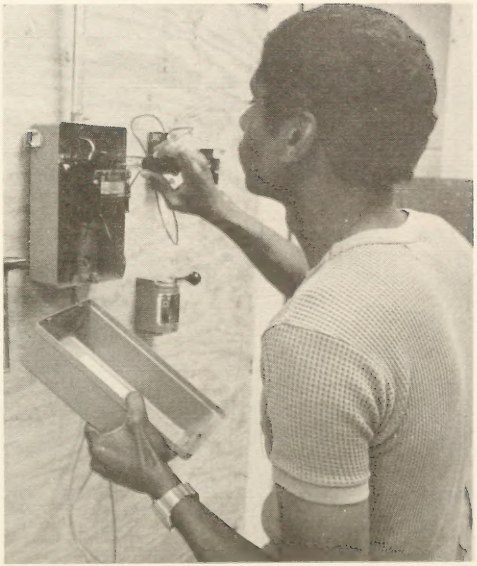
Continuing Education

Vocational retraining, job upgrading, new industry training, and non-credit, cultural, and personal enrichment courses are only the surface of this division which touches more residents in the college service area than any other. It also offers law enforcement, fire, rescue squad, and public school personnel skills upgrading and recertification courses.

Last year, 8,153 students enrolled in 554 extension classes in COA's seven-county service area. They included 104 fire service, fisheries, health and safety, law enforcement, and management development courses or seminars.

Adult literacy and high school completion programs also fall within the purview of continuing education. With 835,000 North Carolinians lacking a basic education, including 14,200 in the college service area, more emphasis was placed on literacy education.

A cadre of volunteer recruiters from each county received workshop training in February, with positive results by year's end. A total of 1,066 adult basic education students, with less than an eighth grade education, were enrolled in the literacy training program, marking a 77 percent increase over the previous year.



Library

A staff of part-time catalogers was hired, trained, and supervised to convert the 37,000 books to the Library of Congress classification system. By year's end, 85 percent of the work was finished.

A total of 1,162 new volumes were added to the collection, and new cataloging and filing procedure handbooks were published.

Learning Lab

Computer-assisted instruction (CAI), a guided studies program, and supervision of developmental studies labs resulted in an increase of the use of this facility by curriculum students.

A total of 197 students completed the General Educational Development (GED) and Adult High School Diploma (AHSD) programs. Since their inception at the college, 2,817 GED and 543 AHSD students have graduated from these programs.

Financial Aid

The availability of financial assistance continues to be the definitive factor for many students as to whether or not they can afford the cost of a college education. In 1983-84, some 426 students received $428,132 from grants, student loans, work study, and institutional and private scholarships. In the latter category, 145 students received scholarship awards totaling $43,545.

The Student Financial Aid Office, in the interest of awareness, presented four open workshops at the college for students and parents, and an additional nine seminars at area high schools.

Developmental Studies

The need for increased emphasis upon a return to basic English, reading, and mathematics for students who are under-prepared to successfully manage regular college-level work has become more apparent throughout the community college system. COA, accepting its role of leadership, was among the first institutions in the state to take steps to fulfill the needs of area residents by establishing a Developmental Education Department.

The department serves students who need review, want to improve academic skills, fortify personal confidence in their ability to perform college-level work, or obtain career guidance. Working closely with college testing personnel to identify applicants who can benefit from developmental study, and with Special Services staff to provide tutoring, the department has assisted nearly 300 students.

Special Services

Offering academic advisement, no-cost tutoring, personal development counseling, resource information and guidance, and cultural enrichment to select students who may not otherwise achieve their true academic potential, this federally-funded program has been effective in helping many students to increase the likelihood of successfully reaching their college goals.

Fifty-one percent of the 160 students who were served are continuing their studies at the college. Twenty-eight students graduated, three with honors. Six have transferred to other institutions. Last year, the dropout rate decreased by 1.9 percent.

Bridges Program

This special program for economically disadvantaged adults who have not earned their high school diplomas conducted four eight-week cycles on campus and one cycle each in Gates and Perquimans counties. Eighty students were selected from a total of 182 applicants to participate in studies that prepared them for the General Educational Development (GED) tests and improved job-seeking skills.

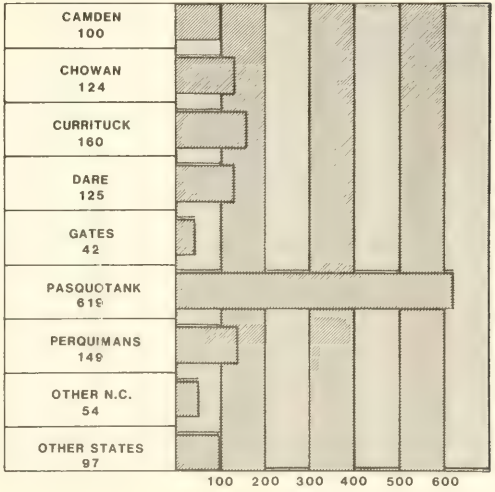
Sixty-four of the original 80 completed the program, with 38 of these receiving their high school equivalency certificates.

Cooperative Education

Providing students with course-related work experience through employment with participating area businesses and public agencies, this well-established program involved 98 students. Another 19 students who were not enrolled in the program were placed in job positions.

A total of 76 employers contributed to the students' educational development. Program staff members made more than 750 personal contacts with area businesses.

1983–84
Curriculum Students' Home Counties



Administrative Services

Serving a broad spectrum of responsibilities necessary to the efficient operation of the college, this division basically oversees the many business accounts, maintains the college's physical plant, and provides support services for students, faculty, staff, and administrators.

Last year, a computerized student records system was devised and implemented for the complex continuing education division. With the projected 1984 fall opening of the Dare County Center, the IBM Series I computer mainframe was expanded to accept 13 new devices to include online, interactive student registration processing, and records for the off-campus center.

Expenditures
Current Expense Budget

	1982-83	1983-84
STATE FUNDS		
General Administration	$ 289,365.87	$ 295,101.98
Curriculum Programs	1,466,806.66	1,719,159.24
Non Curriculum Programs	313,110.43	381,127.48
Learning Resources	150,921.30	148,236.54
Student Services	205,425.37	208,214.60
*Plant Operations & Maintenance	70,792.00*	239,810.00*
Institutional Expense	168,645.97	246,448.08
Employee Benefits	25,345.99	28,969.73
TOTAL	$2,690,413.59	$3,267,067.65
COUNTY FUNDS		
Plant Operations & Maintenance	$ 250,717.16	$ 375,480.43
General Admin. and Inst. Expense	44,798.66	25,262.79
Employee Benefits	1,219.75	512.77
SUBTOTAL	$ 296,735.57	$ 401,205.99
Less Transfer from State Funds	70,792.00	239,810.00
TOTAL	$ 225,943.57	$ 161,395.99
INSTITUTIONAL FUNDS		
Current General Fund	$ 5,401.18	$ 5,029.23
Auxiliary Enterprises	158,150.33	164,470.99
Adult Basic Education	37,600.00	000.00
Federal Grants Support Programs	345,701.94	475,720.90
Institutional Support Programs	4,641.87	10,825.79
N.C. Grants	2,137.08	33,737.32
Summer College for Kids	959.27	921.08
Student Funds	27,366.90	27,073.69
Federal Scholarship Aid	301,682.00	246,550.19
Institutional Scholarship Aid	15,236.38	27,044.05
Endowments	3,700.00	000.00
TOTAL	$ 902,508.95	$ 991,373.24
TOTAL CURRENT EXPENSE	$3,818,938.11	$4,419,836.88

*Special allotment from the state - is transferred to county funds

Expenditures
Capital Outlay Budget

	1982-83	1983-84
STATE FUNDS		
Educational Equipment	$ 65,011.83	$ 167,554.97
Books	47,072.58	37,151.20
TOTAL	$ 112,084.41	$ 204,706.17
COUNTY FUNDS		
Buildings, Alterations & Additions	$ 966.63	$ 5,081.20
Sites	1,012.40	000.00
Reserve for Construction	000.00	105,300.00
New Equipment	2,475.83	2,225.39
TOTAL	$ 4,454.86	$ 112,606.59
INSTITUTIONAL FUNDS		
Construction	$ 124,086.36	$ 2,586.67
TOTAL	$ 124,086.36	$ 2,586.67
TOTAL CAPITAL OUTLAY-EXPENDITURES	$ 240,625.63	$ 319,899.43

College of The Albemarle
1983-84

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Alexander, Miriam S. ..... Technical/Vocational Utility Instructor
B.S., East Carolina University

Anderson, Jimmy R. ..... Director, Evening Program
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Armstrong, O. Lloyd ..... Assistant Dean, Student Financial Aid
A.A., Allan Hancock; B.S., M.S.E., Southern Illinois University

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Barber, Lindsey E. ..... Director, Physical Facilities
USCG Civil Service (RET)

Bray, Gerald W. ..... Dean of Administrative Services
A.B., Elon College; M.Ed., Duke University; PhD., Purdue University

Bridges, James T. ..... English
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Briscoe, Betsy W. ..... Nursing
R.N., Louise Obici School of Nursing

Brown, Mary Louise ..... Registrar
B.A., University of California

Bruner, Lawrence L. ..... Automotive
Ordinance Technician; USN (Retired)

Burgess, Dempsey D. ..... Associate Dean, Occupational Education
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Finch, Patricia A. ..... English
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Hill, Benjamin F., III ..... Arts and Crafts
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Hoffman, Faye E. ..... Cosmetology
Greenville Beauty School

Johnson, Martha P. ..... Nursing
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Johnson, Norman G. ..... Light Construction
B.S., Elizabeth City State University

Jolly, Lourice B. ..... Nursing
R.N., Robeson County Hospital School of Nursing

Jones, Elizabeth W. ..... Nursing
B.S.N., East Carolina University

Kavanaugh, Jacquelyn A. ..... Nursing
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A.A.S., University of Hawaii

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A.B., Atlantic Christian College

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R.N., Presbyterian Hospital School of Nursing

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B.A., Pfeiffer College; M.A., Appalachian State University

Stephens, Robert O. ..... English
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Sterritt, William R. ..... Health and Physical Education
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Susco, Loyce E. ..... Director of Special Services
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Vaughan, Lucy F. ..... Drama and Speech
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Washington, Mary T. ..... Nursing
B.S.N., Niagara University

Weaver, Linza McC. ..... Librarian
B.A., M.L.S., North Carolina Central University

Wells, James W., Jr. ..... Director of Media Services
B.S., Mississippi State University

Wesner, Gerhardt H. ..... Automotive Mechanics
Auto Maintenance and Repair, USMC (Retired)

White, J. Nelson ..... Business
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White, Marvenia Y. ..... Business
B.S., Elizabeth City State University

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Williams, Andrea R. ..... Counselor/Tutor, Special Services
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Williams, Douglas H. ..... Air Conditioning and Refrigeration
Diploma, Refrigeration and Air Conditioning, Old Dominion University

Williams, Rose B. ..... Nursing
R.N., Norfolk General Hospital School of Nursing

Winslow, Percy L. ..... Business
B.A., B.S., M.A., East Carolina University

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